



City of Imperial Beach, California

ADMINISTRATIVE SERVICES DEPARTMENT

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 628-1423 Fax: (619) 424-3481
www.ImperialBeachCA.gov

Creating Online Account
Renewing Online
Printing License Online

We have transitioned to an online permitting platform!

**City staff will need to link your online account to your license account
Please follow these steps to process online renewals & print your license**

Create an “account” from our website www.imperialbeachca.gov
I want to, pay, business license renewal, click on link
Follow steps to create account
Log into personal email & confirm account

Call 619-628-1423 or email kwiesmann@imperialbeachca.gov to provide license # & email used to create account.

(City adds contact/email to license) Emails you back or over phone confirms complete

You log back into your account from our website www.imperialbeachca.gov

Click

My Work

My Licenses

Scroll down to view businesses linked

Click on Renew

Follow steps to renew

We will review renewal request & email you an invoice to pay

Receive emailed invoice & pay renewal invoice online

Refresh account, Print license certificate from account (1-2 min delay)